

WAIS, Inc.

STAFF MEETING AGENDA

September 12, 1994

- I. Weekly Business Reports
 - A. Sales
 - B. Accounts Receivables
 - C. Human Resources/Administration
 - D. Product Development
 - E. Services Development
 - F. Support
- II. Meeting Objective

Ongoing hot projects – AOL, CMP, Intel, Fujitsu, GILS, etc.?
- III. Issues for the Week
 - A. Ben – TeleMagic ?
 - B. Ben – Parsing Adobe Acrobat
 - C. Bruce – role of Kevin Cronin
- IV. Summary

8/29/94 Meeting Minutes

AR:
\$155K received MTD

Sales:
MTD bookings: \$119.75K

Development:
KBO developed feature "Selected Dissemination of Info" – provides regular update on selected topic
Preliminary Beta documentation 1-2 weeks
V. 2 Protocol advancing
Testing for Beta
Fulcrum derivative release date?
Server V. 2.0 – Sept. 30 ship date, with weekly release prior to date

Services:
DJ Alpha is off
Intel phase 2 finished/Intel port to Windows 150K–ongoing
DJ launching WAIS product

Support:
Escalation procedures
Sandia Lab – 10K for support
Acrobat/Common Ground
Mtgs. each Fri. at 4PM

Accounts Receivable Report ** 8/31/94 12:19 PM ** COMPANY CONFIDENTIAL

Invoice #	Invoice Date	Terms	IN	Committed	September	October	November	Balance	Last Action	Next Action
NYL001	6/7/94	Net30	\$15,000						Check Rec'd 8/11/94	
DOC001	6/21/94	Net30						\$21,000	Voicemail- pay 15k earlier?	
NVX001	6/28/94	Net30	\$6,500						Check Rec'd 8/12/94	
PCB001	7/6/94	Net30	\$10,000						Check Rec'd	
CSA002	7/6/94	Net30			\$12,000				8/25 will try to pay in August	Call if not here by 9/1
USG001	7/11/94	Net30				\$15,000			On hold- Partial payment a possibility?	
NSA001	7/18/94	Net30	\$15,000						Received	
DPR001	8/3/94	Net30	\$15,000						Received	Call if not here by 9/1
TSC001	8/5/94	Net30			\$20,000				8/26-holding for payment approval	Call Bruce Simpkins 8/29
SNL001	8/17/94	Net30			\$15,000					Call 9/1
MMI001	8/17/94	Net30			\$17,750					Call 9/1
Renewal			\$10,000						Pd support & maintenance renewal	Call 9/1
EGG003	8/22/94	Net30			\$5,000					Call 9/1
NSW001	8/25/94	Net30			\$1,000					Call 9/1
Renewal					\$5,000					Call 9/1
					\$160,000				Automatic payment w/in 30 days of Inv	
NSF001	8/29/94	Net30			\$15,000					
			\$71,500	\$0	\$250,750	\$15,000	\$0	\$21,000		
N/A					\$5,000	\$5,000	\$5,000			
ITL003	7/5/94	Net30	\$10,000						Paid	
SCH001	7/22/94	Net30	\$25,000		\$3,000	\$3,000	\$3,000		Paid	
AOL001			\$25,000						Paid	
N/A			\$15,000		\$13,200	\$25,000	\$34,400		Paid initial amount	
			\$75,000	\$0	\$21,200	\$33,000	\$42,400	\$0		
RJO002	8/2/94		\$13,968							
PRC005	1/6/94	90						\$12,150	Need info from Dan before calling Ed N.	Get info & call this week
RJO005	3/28/94	90	\$1,988						Rec'd	
RJO004	3/28/94	90	\$4,755						Rec'd	
RJO003	3/28/94	90	\$400						Rec'd	
RJO006	4/4/94	90	\$2,963						Rec'd	
RJO007	4/30/94	90			\$2,100				8/22 to be pd in Sept by RJO per JC	Call JC by 9/6
RJO008	6/1/94	90				\$1,200			8/22 - not yet approved by Huddy?	
RJO009	7/1/94	90					\$2,063		8/22 - not yet approved by Huddy?	
RJO010	8/1/94	90						\$1,238		
			\$24,073	\$0	\$2,100	\$1,200	\$2,063	\$13,388		

This month Committed	Total this month In & Committed	Forecasted September	Forecasted October	Forecasted November	Forecasted for Beyond Nov	Total Receivables
\$0	\$170,573	\$274,050	\$49,200	\$44,463	\$34,388	\$572,673

Current Month Revenue Quota	% of MTD Attainment	\$ Collected YTD FY95	Revenue Quota FY95	% of YTD Attainment
\$167,000	102.14%	\$264,573	\$3,000,000	8.82%

Total In for Current Month	This month Committed	Total this month In & Committed	Forecasted October	Forecasted November	Forecasted December	Forecasted for Beyond Dec	Total Receivables
\$42,395	\$226,000	\$268,395	\$203,300	\$39,200	\$57,463	\$13,388	\$807,746

Dollars Collected for Month-to-date (Sept)	Current Month Revenue Quota	% of MTD Attainment	\$ Collected YTD FY95	Revenue Quota FY95	% of YTD Attainment
\$42,395	\$167,000	25.39%	\$136,395	\$3,000,000	4.55%

Week	New	Booking \$	MTD	September	% of MTD	YTD	YTD Bookings	% of YTD	% of FY95
Ending:	Orders	New Orders	Booking \$	Bookings	Goal	Booking \$	Quota	Goal	Goal
	By Week	By Week		Quota					
9/2/94	4	\$80,000.00	\$80,000.00		47.90%	\$373,350.00		74.52%	12.45%
9/9/94	2	\$120,000.00	\$200,000.00	\$167,000.00	119.76%	\$493,350.00	\$501,000.00	98.47%	16.45%
9/16/94									
9/23/94									

Weekly Bookings Log - September 1994

Week ending:	New Purchase Orders By Week	Booking \$ New Orders By Week	YTD Bookings	YTD Bookings Quota	% of YTD Goal	% of FY95 Goal
	Pacific Bell - Upgrade to Server	\$10,000.00				
	Cambridge Sci. Abs. - Server	\$12,000.00				
7/8/94	2	\$22,000.00	\$22,000.00	\$167,000.00	13.17%	0.73%
	USGS - Server	\$15,000.00				
7/15/94	1	\$15,000.00	\$37,000.00	\$167,000.00	22.16%	1.23%
	NASA/GSFC - Server	\$15,000.00				
7/22/94	1	\$15,000.00	\$52,000.00	\$167,000.00	31.14%	1.73%
	NY Law Publishing Co. - Server	\$15,000.00				
	NTIS (?) - Server	\$15,000.00				
7/29/94	2	\$30,000.00	\$82,000.00	\$167,000.00	49.10%	2.73%
	TASC - Reading, MA - Server x2	\$20,000.00				
	Draper Labs - Server	\$15,000.00				
8/5/94	2	\$35,000.00	\$117,000.00	\$334,000.00	35.03%	3.90%
	Sandia Labs - Server & Training	\$25,000.00				
	NovX - Server	\$10,000.00				
8/12/94	2	\$35,000.00	\$152,000.00	\$334,000.00	45.51%	5.07%
	INEL - SMA renewal	\$5,000.00				
	West Publishing Co. - SMA renewal	\$10,000.00				
	Martin Marietta - Server x2	\$17,750.00				
	CMP Publications - Online Service	\$87,600.00				
8/19/94	4	\$120,350.00	\$272,350.00	\$334,000.00	81.54%	9.08%
	NSWC - Forwarder	\$1,000.00				
	National Sci. Fdn. - Server	\$15,000.00				
	Rice University - SMA renewal	\$5,000.00				
8/26/94	3	\$21,000.00	\$293,350.00	\$334,000.00	87.83%	9.78%
	EPA - WAIS Server (second on site)	\$5,000.00				
	Internet Shopping Ntwk - Server	\$15,000.00				
	Intel - Renewal & Upgrade	\$10,000.00				
	NSA - Multi-CPU Server	\$50,000.00				
9/2/94	4	\$80,000.00	\$373,350.00	\$334,000.00	111.78%	12.45%
	Fujitsu - VAR payment	\$100,000.00				
	Delphi - 4 additional servers	\$20,000.00				
9/9/94	2	\$120,000.00	\$493,350.00	\$501,000.00	98.47%	16.45%
9/16/94			\$493,350.00	\$501,000.00	98.47%	16.45%

Bookings log FY95

A BANNER MONTH!

Week	New	Booking \$	MTD	August	% of MTD	YTD	YTD Bookings	% of YTD	% of FY95
Ending:	Orders	New Orders	Booking \$	Bookings	Goal	Booking \$	Quota	Goal	Goal
	By Week	By Week		Quota					
8/5/94	2	\$35,000.00	\$35,000.00		20.96%	\$117,000.00		35.03%	3.90%
8/12/94	2	\$35,000.00	\$70,000.00		41.92%	\$152,000.00		45.51%	5.07%
8/19/94	4	\$120,350.00	\$190,350.00		113.98%	\$272,350.00		81.54%	9.08%
8/26/94	3	\$21,000.00	\$211,350.00	\$167,000.00	126.56%	\$293,350.00	\$334,000.00	87.83%	9.78%

Weekly Bookings Log - August 1994

376,968

42,395

170,573

94,000

155,573

249,573

70,468

70,468

48,968